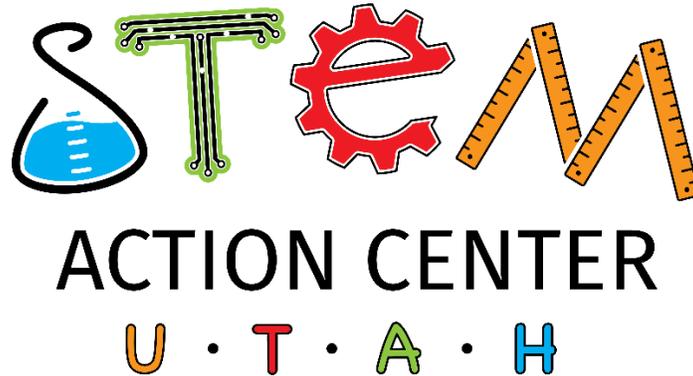


STATE OF UTAH



# STEM Community Impact Sponsorship Guidelines

**Funding Available**  
For  
**Utah STEM Organizations**

**The funding of all STEM Action Center grants is contingent on continued funding  
from the Utah State Legislature**

**Applications Open in August 1 every year**

This application can be found on the website  
[https://utahstemgrants.smapply.io/prog/stem\\_community\\_impact\\_sponsorship](https://utahstemgrants.smapply.io/prog/stem_community_impact_sponsorship), with a link to  
the application site available from the STEM Action Center website, [stem.utah.gov](http://stem.utah.gov) as well.

## Overview of STEM Action Center Organization Grant

### 1. Introduction

#### A. Background

During the 2013 Legislative Session, House Bill 139 was passed creating a STEM Action Center (STEM AC), now under the Utah Department of Cultural and Community Engagement. STEM AC was created to help identify and disseminate information concerning STEM best practices in educational settings, as well as providing exciting, real-world STEM learning opportunities.

House Bill 139 requires the STEM Action Center support student involvement in STEM fairs, camps, and competitions. For the first three years of the STEM AC's existence, it ran the student STEM Fairs Camps and Competitions Grant program to fulfill this mandate. In 2020, the STEM AC created the STEM Community Impact Sponsorship to support Utah organizations with STEM programming for students and communities. This opportunity was organized to broaden community impact, increase student resources, and encourage student involvement in STEM activities.

#### B. Timeline

**Application opens for submissions:** August 1 every year

**Applicants notified of outcome:** Within three weeks after application is submitted

### 2. Program Description

#### A. Purpose

The STEM Action Center values organizations who are dedicated to STEM education in Utah. The Center offers funding to support Utah organizations with STEM programs that serve Utah students and community members at-large. This funding should serve these purposes: broaden community impact, increase student resources, and encourage student involvement in STEM activities.

## **B. Use of Funds**

Funding will be distributed in a single installment per year. The installment will be distributed after the STEM AC receives an invoice (prepared by the awarded organization), and a copy of your organization's W-9. These documents shall be submitted no later than two weeks after award notification. Failure to submit all required materials may result in no payment.

The maximum funding amount is \$5,000. Please be aware that your organization is not guaranteed the full funding amount. **The amount awarded is subject to the amount of applications received AND the amount of funds available (this dollar amount varies every year).** Applicants should feel no obligation to request the full amount.

- Sponsorship funds are available for organizations that provide STEM learning opportunities outside of the regular school day.
- The program must run during the school year. Funds will only be provided to programs currently in progress or planning to deploy in the current school year.
- Summer programs that begin in May can apply.
- Funds are available for Utah Organizations with a valid W-9 issued by the IRS.
- Activities must take place in the State of Utah.
- A program within the organization may receive funding ONCE during the fiscal year
- A detailed report of the program and its outcomes is required after program completion. If this report is not submitted, applicants will be disqualified from funding in the future.

### **Funding is NOT available for:**

- Technology or other products used solely by staff (laptop, iPad, smart board, etc.)
- Activities that take place outside of Utah
- Teacher or staff professional development/training
- Salaries or stipends for educators or staff
- Food, apparel, flights, or lodging
- Entertainment costs
- Indirect (overhead) expenses which may include rent, salaries, construction costs, utilities etc.

## What Happens If You Are Funded?

- You will receive an email notifying you of your award.
- You will be required to send an invoice from the organization to Shelby Averett at [sdaverett@utah.gov](mailto:sdaverett@utah.gov). Receipts, shipping information, or proof of payment will not be accepted as an invoice.
- Include the STEM Action Center logo in all marketing material related to the event.

## Who can apply?

- Schools and school districts
- Nonprofit organizations
- Municipalities or government agencies
- Social service agencies
- Libraries or community centers

### C. Length of Contract

If your organization is awarded, the contract will end on June 30 of the current year. All funding is contingent on continued funding from the Utah State Legislature. The State of Utah reserves the right to review and revise contracts as needed.

## 3. Application and Award Process

Applications must be completed by one individual on behalf of the organization. All grant applications and related application documents must be submitted using the application site [https://utahstemgrants.smapply.io/prog/stem\\_community\\_impact\\_sponsorship](https://utahstemgrants.smapply.io/prog/stem_community_impact_sponsorship). Applications submitted via email or physical copies will not be evaluated.

### A. Application Components

The application must be completed online, using the site [https://utahstemgrants.smapply.io/prog/stem\\_community\\_impact\\_sponsorship](https://utahstemgrants.smapply.io/prog/stem_community_impact_sponsorship). Below you will find all application components and questions. While completing the online application, you may stop and save your progress at any time, and return to the application later.

## CONTACT INFORMATION (Not Scored)

- Name of Organization (As it appears on your W-9)
- Address
- City
- Zip Code
- Name of Applicant
- Email Address

- Phone Number
- Title

#### PROGRAM INFORMATION (70%)

- Program Title
- Program Dates
- Program Description
- Anticipated Number of People Served
- How does the program's mission align with that of the STEM Action Center?
- How will you measure the success of the program and its impact on students and/or the community?
- If awarded, how will you promote the STEM Action Center's support of the program?

#### BUDGET INFORMATION (30%)

- Amount Requested
- Please describe in detail how funding will be used for this program
- Is there a fee associated with this program? If so, how much?
- Please list other sources of funding you anticipate or have already received for this program.
- Budget Upload
- Copy of W9 Upload

#### **B. Purpose of Community Impact Sponsorship**

The purpose of this funding opportunity is to support organizations that support and promote STEM and provide programming for students and/or communities in Utah.

#### **C. Submitting Your Proposal**

By submitting an application, applicants acknowledge the requirements and evaluation process outlined in the guidelines are fair, equitable, not overly restrictive, understood, and agreed to. Any exceptions to the content of the guidelines must be protested to the awarding agency prior to the closing date and time for submission of the proposal.

Proposals must be submitted using the online application site noted in the provided application information. Emailed or physical applications will not be accepted. Applications may require the upload of electronic documents, with a variety of document types allowed including but not limited to PDF file formats.

#### **D. Standard Contract Terms and Conditions**

Any funding resulting from this opportunity will include but not be limited to the State's Standards Terms and Conditions. Exceptions and/or additions to the State Standard Terms and Conditions are strongly discouraged.

Exceptions and additions to the Standard Terms and Conditions must be submitted with the proposal response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of proposals will not be considered. Website URLs or information on website URLs must not be requested in the RFG document and must not be submitted with a proposal. URLs provided with a proposal may result in that proposal being rejected.

The State retains the right to refuse to negotiate on exceptions should the exceptions be excessive, not in the best interest of the State, negotiations could result in excessive costs to the State, or could adversely impact existing time constraints.

If negotiations are required, contractor must provide all documents in WORD format for redline editing. Contractor must provide the name, contact information, and access to the person(s) that will be directly involved in legal negotiations.